

Bond and Letter of Credit Reports are due within 45 days of the end of each calendar quarter. **No certificate holder using a bond or letter of credit in lieu of trusting and applying to renew its Preneed Certificate of Authority, will be renewed until such time its Bond or Letter of Credit Report has been received.** The report must be filed using the Bond and Letter of Credit Form ([link](#)).

**Instructions for completing the form:**

Please enter the calendar quarter most recently completed in the Reporting Period Ended field. For example, if you are submitting information for the first quarter, you would enter March 31, 20xx.

Please enter your Preneed Certificate of Authority number in the Certificate Number field.

Please enter your Branch registration number in the ALDOI Branch Number field.

If an internal branch location numbering system is used, please enter the identifier for that particular branch in the Branch Location Number field.

Please enter the Name of the Certificate Holder or the Branch Registrant in the Name field.

**NOTE: The amounts attributable to each bond entered on the form must be reported in the designated columns.**

Number of Outstanding Contracts – this is the number of preneed contracts (written May 1, 2002 and later) that are outstanding.

Outstanding Liability (Current Quarter) – this is the original retail amount of services and cash advances and the actual cost to the certificate holder to provide the undelivered merchandise.

Projected Liability Next Quarter – please enter the projected liability for the next quarter.

Current Bond or Letter of Credit Amount – please enter the amount of the current Bond or Letter of Credit. If multiple bonds or letters of credit are used, they will need to be listed individually.

*The amount of the bond or letter of credit shall be in an amount sufficient to cover the outstanding liability at the time each contract is executed. The amount of the bond or letter of credit shall be increased or decreased as necessary to correlate with changes in the outstanding liabilities for the previous calendar quarter and the projected liability for the immediately following quarter.*

Bond or Letter of Credit Number – Please enter the bond number or letter of credit number.

Bond or Letter of Credit Issuer – Please enter the bond or letter of credit issuers name.

**The form must be signed by the preneed provider's Chief Executive Officer (CEO) or Chief Financial Officer (CFO) and sent to the Department by first class mail. A completed and signed form is required for each certificate of authority and/or branch location.**

[Bond/Letter of Credit Reporting Form](#)